

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We appreciate the time you took to submit your application.

After reviewing your materials, we regret to inform you that we cannot move forward with your candidacy at this time. The requirements for this role include specific educational credentials, such as [List Required Degree/Certification], which were not present in your application.

We will keep your resume on file for future openings that may align with your background and qualifications. We wish you the best of luck in your job search and professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]